

PROCUREMENT STAFF LINEUP CONTINUING TO EVOLVE

New Purchasing Agent Joins The Procurement Team

The latest addition to our team is Wendy Kemp, who joined our team as the newest purchasing agent this past June. Before arriving for employment at UDOT, Wendy spent seventeen years with the City of Lake Havasu City. The last ten years she worked for the Public Works - Transportation Division as a contract administrator for some of the construction and road improvements for that division, the purchasing agent providing anything from pens and paper to dump trucks, traffic control paint, consulting services and any other material, equipment or service needed and was the sole administrative support. She also served on or chaired several committees that the city administration formed, appointed by the either the city manager or city council members. Committees ranged from Benefits Advisory Board, Meet and Confer Committee, to United Way Board and Special Events Committee.

Wendy was born in Ogden and grew up in Evanston, Wyoming; doctors in Evanston at the time were few and far between. She grew up frequently visiting the Ogden and Salt Lake City area for trips to Lagoon, Raging Waters, Orthodontist, Doctors, and shopping at the malls.

After Wendy graduated from high school, her family moved to Lake Havasu City, Arizona. She attended college in Tucson and Phoenix for a short time before moving back to Lake Havasu City and accepted a position with the Lake Havasu City Parks and Recreation department. She enjoyed her job, loved the lake and warm weather. When her family decided to move back to Evanston, it took her fifteen years before the 120° plus weather and the distance from her family started to wear on her, that is when she decided to move back to the area and motivated her to accept a job with UDOT.

Wendy will handle commodities such as audio/visual products; digital copiers, scanners & fax machines; engineering & architectural products & services; GPS equipment; computer hardware & software packages, upgrades & maintenance, MC1015 projects; property management, including rest area management, waste removal and janitorial services. She will also assume the

roles of software-related consulting & programming; micrographic & photographic equipment and liaison for Region 3 and Motor Carriers. For a full list of her and all other purchasing agents' commodity assignments, see the last page of this newsletter for the Procurement Services Staff Directory.

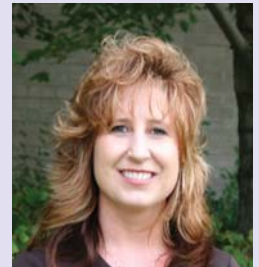
Wendy a mother of one, Kendahl age 7 along with her main squeeze Pete, not only hold the keys to her heart but also are the most important people in her life. Wendy, Pete, Kendahl, and Ali the dog, have a home in Stansbury Park where they enjoy kayaking, riding bikes, quads, water and snow skiing, and love to go camping at the lakes.

So far, Wendy says it's all the friendly people that have made her feel welcome here at UDOT that she enjoys the most; especially when they tease her about wearing jackets or sweaters when it 100° outside. Wendy is very excited to meet all the people she can and work together with them to help achieve their purchasing needs. She enjoys working with people and loves challenges.

Wendy Kemp can be reached in her office at (801) 965-4063 or by e-mail at wkemp@utah.gov

There is an additional changes to the staff to inform you of: LaDonna Haslem who most recently assumed the Procurement On-Line Administrator and Procurement's News-Letter editor will continue to process the Materials Lab purchases. LaDonna is the purchasing agent to call if you need Material Laboratory equipment and/or Services she also can help you with submitting a new requisition in our "PSO" system.

LaDonna Haslem can be reached in her office at (801) 965-4068 or by email at lhaselm@utah.gov.



**New Kid
On The Block**

What's Inside

Pg. 2
• Procurement Survey
Comments Addressed

Pgs. 3-5
• Agency Contracts
• New
• Recently Amended
• Expired/Expiring

Pg. 6
• Procurement 101

Pg. 7
• Updated phone
directory

PROCUREMENT SURVEY RESULTS COMMENTS – CLARIFICATIONS TO THE COMMENTS

Comment: 1) Procurement Services received some comments regarding editing and/or revising your requisition line item once it has been submitted in the Procurement Services On-line System (PSO) to the purchasing agent.

Clarification: 1) After you have submitted your requisition in PSO it will automatically generate an email to the purchasing agent that you have designated it to go to. This email message will let them know that they have a new requisition submitted by an end-user. At that point, if you realize that you either forgot something and would like to add something send an email to that purchasing agent and click the return to user button and that will enable you to revise your submitted requisition.

Comment: 2) The contracts that are listed on-line are not updated in a timely manner.

Clarification: 2) The enhancement to the new PSO system will automatically send you an email along with the purchasing agent. The message will let you know the status of your contracts, expiration date or if it needs to be re-solicited. Please remind your purchasing agent that you would like to be added as one of the contacts in the contract PSO record. Also, remember you can search UDOT contracts that are processed through Procurement by clicking on the "Doing Business with UDOT" tab on the UDOT website. Click on procurement's homepage and entering in your search criteria in the search window. When the contract comes up you can click into the contract by going to details and it will allow you to open the PDF file and view the actual contract and any pertaining documents.

Comment: 3) Not notified when shipments come in. Some orders have been accepted and set aside until tracking number was run. Maybe have someone in charge of accepting and distributing shipments.

Clarification: 3) (Assuming you are referring to the main warehouse) Just to make sure that your order does not get lost in the in-coming orders being received, please request that the shipper reference an attention note on the second address line in the ship to address label. Ask them to reference: name and phone number of the person that ordered that item that needs to be notified when order is received. Also, we will ask our agents to contact the end-user with any estimated time-of-arrival on orders that are not inventoried into the warehouse and they will need to be watching for the order to arrive.

If you have any issues or concerns please don't hesitate to express them to the Procurement Staff.

Thank you to those of you that participated in the Survey and made Comments. We appreciate the chance to inter-act with you. We are ready to address any concern that you may have. Please feel free to contact any of the purchasing agents.

UDOT AGENCY CONTRACTS

Quarterly, we provide you information about current Procurement Services contracts in three sections — New Contracts, Amended Contracts and Expired/Expiring Contracts. If a contract you use is about to expire or has expired, call the associated purchasing agent to ensure the contract stays active or is sent out for a new bid.

New Contracts as of February 1, 2007

Supplier	Vendor #	Agent	Contract #	Purpose	Expires	Renew Thru
Trinity Highway Products LLC	02109G-B	Debbie Boulton	#079194	New Crash cushion systems -parts for installation & repair by state forces	03/31/2010	2012
Weissker Mfg LP	VC0000114511	Debbie Boulton	#079223	Glass Beads for Water Borne Paint	04/30/2010	2012
Interstate Barricade	18456	Debbie Boulton	#079213	Traffic Painting services	09/30/2007	No Renewals
Meldrum Scale Company	21751C	Paul Rottmann	#079219	Design, furnish & Install truck scales.	05/31/2008	No Renewals
Universal Industrial Sales	25539H	Debbie Boulton	#079195	New Crash cushion systems -parts for installation & repair by state forces	03/31/2010	2012
All Around Spraying	94011A	Debbie Boulton	#079214	herbicide application -Price Region	04/30/2008	2010
Bryce Valley Cleaning (Pines Rest Area)	VC0000112597	Wendy Kemp	#079200	Janitorial -Lawn Care	04/07/2012	No Renewals
Devern Mecham (Hoovers Reast Area)	93892A	Wendy Kemp	#079176	Janitorial -Lawn Care	04/08/2012	No Renewals
CMT	43706AC	LaDonna Haslem	#079208	Concrete Testing - Inspection as needed basis	05/13/2010	2012
CE&MT	115930S	LaDonna Haslem	#079209	Concrete Testing - Inspection as needed basis	05/13/2010	2012
Johansen & Tuttle	53898C	LaDonna Haslem	#079210	Concrete Testing - Inspection as needed basis	05/13/2010	2012
Landmark Testing	105606A	LaDonna Haslem	#079207	Concrete Testing - Inspection as needed basis	05/13/2010	2012
Terracon	02425G	LaDonna Haslem	#079206	Concrete Testing - Inspection as needed basis	05/13/2010	2012
SEM Materials	120731A	Debbie Boulton	#079184	Various Types of Liquid Asphalt	04/07/2008	2009
Peak Asphalt	900039A	Debbie Boulton	#079185	Various Types of Liquid Asphalt	04/07/2008	2009
Asphalt Systems	900040A	Debbie Boulton	#079182	Various Types of Liquid Asphalt	04/07/2008	2009

NEWS TO KNOW

Contracts as of February 1, 2007Continued

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Supplier	Vendor #	Agent	Contract #	Purpose	Expires	Renew Thru
Staker & Parson Co	77725B	Debbie Boulton	#079170	VVarious Types of Hot Mix Asphaltt	04/12/2008	2010
Hales Sand & Gravel	33050F	Debbie Boulton	#079179	Various Types of Hot Mix Asphaltt	04/11/2008	2010
George Johansen Construction	95616A	Debbie Boulton	#079173	Various Types of Hot Mix Asphalt	04/11/2008	2010
Burdick Paving	08115H	Debbie Boulton	#079164	Various Types of Hot Mix Asphalt	04/11/2008	2010
Granite Construction Co.	00550DA	Debbie Boulton	#079167	Various Types of Hot Mix Asphalt	04/11/2008	2010
Granite Construction Co.	00550DA	Debbie Boulton	#079168	Various Types of Hot Mix Asphalt	04/11/2008	2010
Geneva Rock Products	00856E	Debbie Boulton	#079165	Various Types of Hot Mix Asphalt	04/11/2008	2010
LeGrand Construction Co.	01305B	Debbie Boulton	#079178	Various Types of Hot Mix Asphalt	04/11/2008	2010
LeGrand Construction Co.	01305B	Debbie Boulton	#079154	Type C Cover Material	04/04/2008	No Renewals
Legrand Johnson Construction	01305B	Debbie Boulton	#069169	Various Types of Hot Mix Asphalt - Secondary	04/11/2008	2010
Legrand Johnson Construction	01305B	Debbie Boulton	#069178	Various Types of Hot Mix Asphalt - Secondary	04/11/2008	2010
Legrand Johnson Construction	01305B	Debbie Boulton	079216	Various Types of Hot Mix Asphalt	05/02/2008	2010
George Johansen Construction	95616A	Debbie Boulton	079173	Various Types of Hot Mix Asphalt	04/11/2008	2010
Nielson Construction	50751G	Debbie Boulton	#079177	Various Types of Hot Mix Asphalt	04/11/2008	2010
Certified Building Maintenance	93848A	LaDonna Haslem	#079161	Janitorial Services Reg. 1 Mat Lab	04/01/2012	No Renewals
Hales Sand & Gravel	33050F	Debbie Boulton	#079157	Type C Cover Material.	04/04/2008	No Renewals
Interstate Rock Products Inc	27813E	Debbie Boulton	#079156	Type C Cover Material chips	04/04/2008	No Renewals
Staker & Parson dba Western Rock Products	11392HA	Debbie Boulton	#079174	Various Types of Hot Mix Asphalt	04/11/2008	2010
Staker & Parson Co	77725B	Debbie Boulton	#079152	Type C Cover Material	04/04/2008	No Renewals
Nielson Construction	50751G	Debbie Boulton	#079159	Various Types of Hot Mix Asphalt	04/04/2008	No Renewals
Brown Brothers Construction	69300H	Debbie Boulton	#079158	Type C Cover Material	04/04/2008	No Renewals
Universal Industrial Sales	25539H	Debbie Boulton	#079142	New Crash Cushion systems, parts, for installation by state forces	03/31/2010	2012
Siemens Energy & Automation	72524J	Paul Kikuchi	#079134	training to advance the skills for UDOT's electrical and electronic technicians.	04/11/2009	2011
Dongre	36351E	LaDonna Haslem	#079128	Asphalt testing services	12/31/2008	2011

Contracts amended as of February 1, 2007

Supplier	Vendor #	Agent	Contract #	Purpose	Expires	Renew Thru
Wheeler Machinery Co.	72721HA	David Bryan	#069104	amendment #1	08/10/2005	2009
Anago -Janitorial for several bldgs. in region 2	90036A	Wendy Kemp	#059258	Pending renewal #2	08/09/2007	2010
Dan Jones	07163I	David Bryan	#079139	amendment 1	03/28/2008	2012
Wastach Door Company LLC	18002F	Debbie Boulton	#059005	amendment #1	06/02/2008	2009
Porter Paints	91564A	Debbie Boulton	059217	amendment #2	03/10/2008	2009
Interstate Barricade	18456D	Debbie Boulton	059243	amendment #2	04/19/2008	2009
Intermountain Coach Leasing	93966A	Debbie Boulton	079060	amendment #1	09/29/2009	2011
Vbrick systems	91868A	Paul Rottmann	049088	amendment #5	07//31/2007	2007
Intrepid Group	120166A	David Bryan	#079116	amendment 1	02/01/2008	2010
Porter Paints	91564A	Debbie Boulton	#059217	amendment 2	03/10/2008	2009

EXPIRING CONTRACTS

Supplier	Vendor #	Agent	Contract #	Purpose	Expires	Renew Thru
Gael Hill	VC 0000101602	LaDonna Haslem	079043	feasibility study/Master plan for the Escalante Heritage Center Project in Reg. 4	08/28/2007	No renewals
Pavement Technologies	84096AB	LaDonna Haslem	039062	Maintenance, repair & calibration for asphalt pavement analyzer,	10/31/2007	No renewals
Hudson Printing	00342F	LaDonna Haslem	039132	Printing of State Maps	09/01/2007	No renewals
Hidden Peak Electric	61816B	Paul Rottmann	059123	Service & components to install, relocate and repair ATMS	10/25/2007	90 day notice canceled =rebid
Sorensen Construction	50688A	Paul Rottmann	059124	Service & components to install, relocate and repair ATMS	10/25/2007	90 day notice canceled -rebid

Procurement 101

Purchase break-down by dollar amounts and type

Any item or service on contract

If a product or service is covered on UDOT agency or statewide contracts, you have the authority to make this purchase on your own. Simply prepare a DO in FINET and place the order provided you have budget authorization. You can find out if what you need is on contract by visiting both of the following Websites:

UDOT Agency Contracts: <https://app.udot.utah.gov/procurement/contracts>
State Co-op Contracts: <http://www.purchasing.utah.gov/statewidecontracts/>

Any non-contract purchase under \$1,000

If a product or service is not covered on UDOT agency or statewide contracts, you have the authority to make any purchases below \$1,000 using whatever method you choose, i.e. P-Card, FINET PD, etc.

Any non-contract, sole source purchase above \$1,000

If a product or service costing more than \$1,000 is not covered on UDOT agency or statewide contracts and is available only through one supplier, you must work with a Procurement Services purchasing agent. Submit an online requisition using Procurement Services Online, and the purchasing agent you submit it to will obtain the approval you need to properly purchase the goods or services within State and departmental guidelines. See page 2 for more information about Procurement Services Online.

Any non-contract purchase between \$1,000 & \$5,000

If a product or service costing more than \$1,000 but less than \$5,000 is not covered on UDOT agency or statewide contracts, you have the authority to purchase what you need without going through Procurement Services. To do this, you must solicit quotes from at least two, preferably three, suppliers, and award the purchase to the lowest bidder. You may either use your P Card for these purchases or generate a PD in Finet if the supplier prefers to receive a purchase order. Important note: save all documentation with these purchases, i.e. all quote information, any e-mail history, a copy of the purchase order, etc.

Any non-contract purchases above \$5,000

If a product or service costs \$5,000 or more and is not covered on UDOT agency or statewide contracts, you must submit an online requisition to a Procurement Services purchasing agent using Procurement Services Online. The purchasing agent to whom you submit the requisition will purchase what you need following all necessary State and departmental guidelines. See page 2 for more information about Procurement Services Online.

FYI: All non-contract purchases above \$30,000

It's important to know that all non-contract purchases above \$30,000 require additional steps in the purchasing process. For these purchases, you must still submit an online requisition to a Procurement Services purchasing agent using Procurement Services Online. At that time, however, the purchasing agent to whom you submit the requisition is required to work with a purchasing agent from the State Purchasing department. Plan ahead for these purchases to allow at least two to three weeks to be added to the process. See page 2 for more information about Procurement Services Online.

Use a Purchasing Card to simplify your purchasing endeavors

If you make a lot of purchases under \$5,000, using your State Purchasing Card (P-Card) can simplify the task in many ways.

The State P-Card program provides many benefits to you, to UDOT and to the supplier from whom you're purchasing by:

- Providing an easy and efficient method for small-dollar purchasing
- Paying suppliers within three business days
- Eliminating paper work -- no PO necessary -- and expense throughout the purchasing process
- Handling invoicing and payments electronically
- Reducing accounts payable invoices and automating postings to the general ledger
- Supplying consolidated management reports for tracking purposes

Check out the attachment that came with your electronic newsletter for further purchasing card details; or for an online application, policies and procedures manual and other important documents, visit <http://www.purchasing.utah.gov/EPS/card.htm>.

You may also call your UDOT liaison, David Bryan, or your State liaison, Mark Parry, for more information.

David can be reached at (801) 965-4178 or by e-mail at dbryan@utah.gov.

Mark can be reached at (801) 537-9243 or by e-mail at mparry@utah.gov.



Mailing Address:
4501 South 2700 West, Box 148260
Salt Lake City UT 84114-8260

PROCUREMENT SERVICES STAFF DIRECTORY

Fax: (801) 965-4073
Warehouse Fax (801) 965-4812

Tracie Montano, Procurement Services Manager
(801) 964-4534, Cell: 824-2385, tmontano@utah.gov

Paul Kikuchi, Purchasing Coordinator & Liaison for Training
(801) 965-4071, Cell: 232-0416, pkikuchi@utah.gov

David Bryan, Liaison for Equipment Operations and Purchasing Card Coordinator, Region 2 & Community Relations (801) 965-4178, dbryan@utah.gov
Purchasing Agent to call if you need: Public involvement & advertising campaigns; Avalanche control equipment & services; culverts, fencing; heavy equipment; highway signs & reflective material; material handling equipment; shop equipment; wheelchairs & lifts; and wood/lumber.

Debbie Boulton, Liaison for Central Maintenance, Region 1 and Region 4 (801) 965-4070, Cell: (801) 232-5279, dboulton@utah.gov
Purchasing Agent to call if you need: animal carcass removal; attenuators/guard rail; general construction under \$250k, including buildings; HVAC, plumbing & roofing; road surfacing materials and labor, including aggregates, paints and snow removal; vegetation products, including seeds, herbicides, chemicals and irrigation; cattle guards; chemicals; scales & weighing apparatus; underground tanks and rock removal & demolition..

Paul Rottmann, Liaison for Traffic Management, Research, Aeronautics (801) 965-4078, Cell: (801) 231-8912; prottmann@utah.gov
Purchasing Agent to call if you need: advanced traffic operations systems; aviation-related items & services; consulting related to TOC/ITS; data communications & telecommunications; information technology systems; metal & structural materials & fabrication; microwave equipment; road & weather information systems.

Wendy Kemp, Liaison for Region 3 and Motor Carriers (801) 965-4063, wkemp@utah.gov
Purchasing Agent to call if you need: audio/visual products; digital copiers, scanners & fax machines; engineering & architectural products & services; GPS equipment; computer hardware & software packages, upgrades & maintenance; MC1015 projects; software-related consulting & programming; micrographic & photographic equipment; printing services (except business cards, letterhead & envelopes); property management, including rest area management, waste removal and janitorial services.

LaDonna Haslem Contract Systems Analyst, Procurement Services Online Administrator, Newsletter/Website Editor (801) 965-4068, lhaslem@utah.gov
& Purchasing Agent :Person to call if you need: Materials Lab & Scientific Equipment, Services & supplies; or assistance or training on submitting online requisitions and locating procurement contracts online.

Raymond Sanchez, Purchasing Technician, Office Supply Contracts Coordinator & Bravo Store Manager (801) 964-4433, raymondsanchez@utah.gov
Person to call if you need: business cards, envelopes; filing systems; furniture & seating; letterhead; mailing & packaging equipment; and recycling/archival services

Location of each Procurement team member listed above: Second Floor of the Complex, southeast corner

Inventory Buying, Receiving and Coordination Team

Location of each Procurement team member listed below: Central Warehouse

Ken Sanchez, Warehousing Manager (801) 965-4258, Cell: (801) 824-1674, ksanchez@utah.gov	Doug Snedden, Inventory Control Manager (801) 965-4755, dsnedden@utah.gov	Dave Degeus, Inventory Receiving Technician (801) 965-3815, ddegeus@utah.gov
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Warehouse Staff Personel: Greg Palmer & Sam Gunn, (801) 965-4060

Denice McCarthy, Warehouse/Inventory Buying (801) 965-4761, dmccarthy@utah.gov
Purchasing Agent to call if you need: Warehouse & Non-Inventory Traffic and safety equipment, services and labor, traffic control & safety items, including cameras, cables, cabinets, lights, signals, etc.; luminaires; mounting hardware; pedestrian button assembly; poles; power meter pedestals & disconnects; sign posts; snow plow blades; snow removal supplies; street lighting; and video detection equipment & supplies.

Marty Johnston, Contract Administrator for Warehouse Inventory (801) 965-4074, martyjohnston@utah.gov
Purchasing Agent to call if you need Poz/Lok and Slip base & backup for Traffic and Safety

Robert Badham, Warehouse/Inventory Buyer (801) 965-4586, rbadham@utah.gov
Purchasing Agent in charge of Inventory Replenishment